

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 29 May 1951

FROM : [REDACTED]

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SUBJECT: Analysis of Procurement and Shipping Procedures.

1. Problem

To determine the procedures now being followed by the Procurement Office and the Shipping Branch, Transportation Division, Administrative Services Office, in connection with overseas shipments and if any organizational or procedural changes are indicated.

2. Findings

a. Procedures now being followed:

(1) Requests for the procurement and shipment of overseas supplies from operating divisions are submitted by memorandum to the Control Group, Procurement Office. In some instances the operating divisions furnish one copy of the memorandum to the Shipping Branch, Transportation Division, Administrative Services Office.

(2) Upon receipt of the memorandum in the Control Group a cargo number is assigned to the request and then Agency Form No. 36-7, Requisition for Supplies, Equipment or Service, in an original and eight copies and Form No. 36-4, Request for Overseas Shipment of Cargo, in duplicate, are prepared and a control folder established. The original of Form No. 36-4 and one copy of Form No. 36-7 are forwarded to the Shipping Branch. One copy of Form No. 36-7 is forwarded to the requesting division and the other copies of this Form are used within the Procurement Office to effect procurement action. The duplicate copy of Form No. 36-4 is filed in the Procurement Office files. In the event that an extra copy of the memorandum is received by the Control Group from the operating divisions it is forwarded to the Shipping Branch with the Forms mentioned above.

(3) Upon receipt of the original of Form No. 36-4 and copy of Form No. 36-7 in the Shipping Branch a control folder is made and these Forms are placed therein.

(4) After the items have been procured and received in the warehouse a shipping document master, Form No. 36-85, is prepared and several yellow copies are reproduced for control purposes within the Procurement Office and for use as work sheets in connection with packing and crating the supplies. As soon as the weight and cube calculations are ready this information is typed on the shipping master (yellow) and copies reproduced. Four copies of the yellow forms are forwarded to the Shipping Branch.

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(5) Upon receipt of these copies the Shipping Branch arranges for shipment of the supplies either by [REDACTED] commercial (rail, air, or sea), or [REDACTED] then notifies the Procurement Office as to markings, method of shipment, date to be shipped and so forth, by dock receipt or other documents. Three copies of the yellow forms are forwarded to the overseas destination by classified pouch and one copy is retained in the Shipping Branch control file.

(6) Upon receipt of the shipping instructions from the Shipping Branch action is taken by the Procurement Office to have this information typed on the document master and pink copies are reproduced. Ten pink copies are forwarded to the Shipping Branch for distribution as follows: three pink copies to overseas destination by classified pouch; one copy to the operating branch; one copy to the Budget Office file; two copies to Property Accounts; two copies to Communications (if this type of equipment is involved); and one copy to the Shipping Branch file.

(7) In addition to the above procedures, the Shipping Branch is also responsible for the shipment of household goods and personal effects, including cars, for covert personnel who are not integrated. This requires considerable administrative work especially in connection with the shipment of cars.

b. Procedural difficulties being encountered:

(1) Under the present procedures it is necessary for the operating divisions to contact both the Procurement Office and the Shipping Branch to determine the exact status of requests for overseas shipments. This is time consuming and most confusing. Operating divisions are contacting the Shipping Branch to check

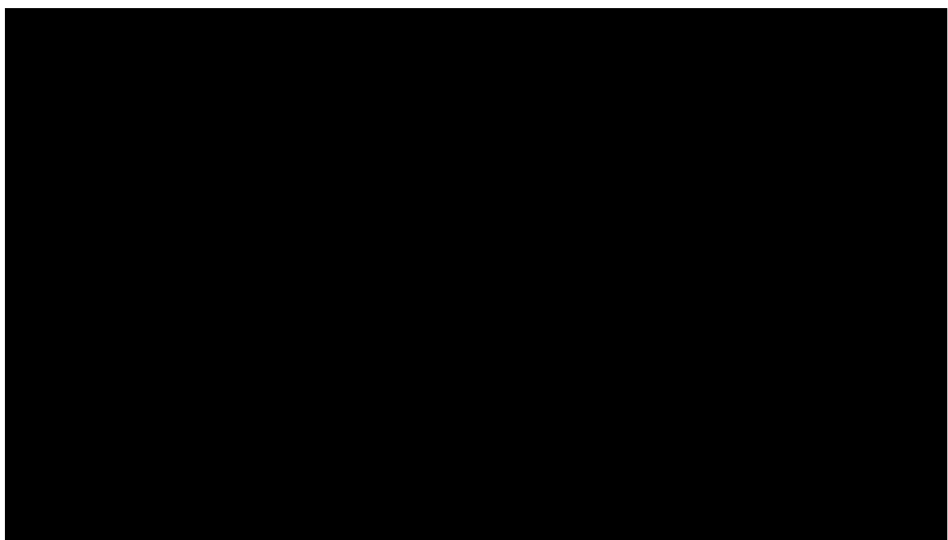
on shipments prior to the receipt of the cargo numbers and the shipping instructions from the Procurement Office. Of course it is difficult to identify the shipments until the cargo numbers are received. The difficulties being encountered in connection with the failure to identify shipments will be corrected when the requisitioning numbering system has been inaugurated as recommended in the Procurement Office Survey made by the Management Analysis Office on 20 March 1951. Under this procedure a block of numbers will be assigned to each operating office for use in requisitioning supplies and equipment. Through this procedure shipments can be easily identified by all offices concerned. Under the proposed procedures Form No. 36-7 and Form No. 36-4 are being revised and will be prepared by the operating divisions instead of by the Procurement Office.

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(2) The Chief of the Operational Branch, Logistical Division, Office of Policy Coordination, indicated that from a logistical standpoint and in order to simplify procedures the procurement and shipment functions should be the responsibility of one organizational unit.

(3) Since two offices are concerned with the procurement and shipment of supplies it is necessary to prepare file copies of the documents referred to above for each office and for two control files to be maintained. If these offices were combined it would only be necessary to maintain one control file which would contain pertinent information concerning the procurement and shipping transaction.



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3. Recommendations

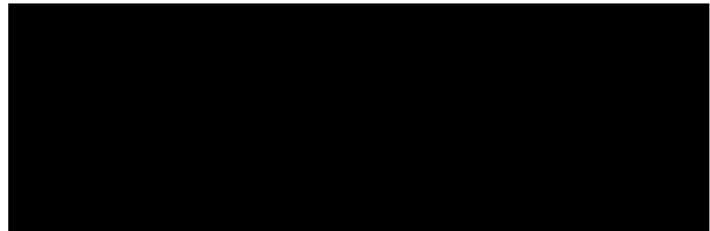
a. It is recommended that all shipping functions pertaining to covert and overt supplies and equipment which are now being performed by the Transportation Division, Administrative Services Office, be transferred to the Control Group, Procurement Office. This will eliminate unnecessary paper work and expedite the processing of these shipments.

b. It is also recommended that the responsibility for the shipment of household goods and personal effects, including cars, for [REDACTED] be transferred to the Control Group, Procurement Office. Unless this is accomplished the Transportation Division will still be performing shipping functions.

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c. It is further recommended that the personnel responsible for both the procurement and shipping functions be physically located at Quarters "I" in order to permit better utilization of personnel and the maintenance of only one control file.

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*Concur 4 June '51*

*Chief of Procurement*

